

## ROUTING AND RECORD SHEET

SUBJECT: (Optional)

ILSP Working Group Meeting Minutes - 12 Nov 1987

FROM

DC/FMD/OL, Chairman

EXTENSION

NO.

01 10303-87

DATE

17 Nov 1987

TO: (Officer designation, room number, and building)

DATE

RECEIVED

FORWARDED

OFFICER'S INITIALS

COMMENTS (Number each comment to show from whom to whom. Draw a line across column after each comment.)

OS Rep

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17 November 1987

MEMORANDUM FOR: ILSP Working Group Members and Alternates


FROM:   
Chairman, ILSP Working Group

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1. The scheduled meeting of the ILSP Working Group (ILSP WG) was held at 1030 hours 12 November 1987. The following representatives were present:

DC/FMD/OL, Chairman  
DI/MPSS, Alternate  
O/DCI, Alternate  
O/DDA, Alternate  
OS, Representative  
ILSP/OL  
ILSP/OL  
ILSP/OL  
ILSP/OL

Representatives from the Directorate of Operations (DO), Directorate of Science and Technology (DS&T), Office of Medical Services (OMS), and Office of Information Technology (OIT) were not in attendance.

2. The minutes of the previous meeting were reviewed and accepted as prepared. A question was asked about special ADP wiring requirements mentioned in the minutes.  stated that, unless otherwise identified by the customer point of contact, each NHB work position will be designed to have one nonsecure telephone, one secure telephone, and one ADP workstation (terminal, PC, or wang station). If a customer component has additional ADP

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STAT wiring requirements, these should be addressed in writing to OIT and a copy sent to [ ] The special ADP wiring requirements memo received from OSWR was noted as an excellent model to follow. ILSP will keep track of progress on the special ADP wiring requirements; however, OIT will do the work. A request was made that the Agenda of the next scheduled ILSP WG meeting be distributed with the minutes of the previous meeting. It was decided that because the Agenda is so flexible and subject to last minute changes, it could not be released early. The meeting then proceeded to the formal Agenda and the following items were discussed.

3. ILSP Schedule Status

- A. Wiring by OIT is running behind schedule. It is probable that the NHB relocation effort will have a schedule readjustment. It is not known at this time if, or how much, of a schedule change will occur.
- B. Any schedule adjustment would cause the schedules of related efforts (such as OHB backfill) to change and may affect the sequence of NHB component moves.
- C. A driving factor in the schedule is the need for OTS to relocate to NHB from "E" street, to free it for [ ] move-out.
- D. In general, OL's NHB renovation progress is satisfactory. In total, approximately 3000 holes will have to be drilled in NHB for power, data, and voice.
- E. A revised detailed schedule should be available in three weeks.

STAT  
SIAT

4. Status of the NHB Safe Issue

ILSP is proceeding on the policy of a maximum of one safe per private office, and no safes in open areas. There had been no external pressure to change this policy.

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5. Announcement of the NEW OIT ILSP WG Representative

STAT [ ] was announced as the OIT single point of contact for  
STAT NHB activities. Bill will be the OIT ILSP WG representative, and  
[ ] will be the alternate.

6. ISC Policy in the NHB

- A. Five Information Service Centers (ISCs) will be established in the NHB to provide registry and data access services.
- B. All NHB mail (including morning papers) will be delivered to the ISCs and components will pick up their mail at their assigned centers.
- C. Most NHB components will maintain their own internal registries.
- D. ISCs will be established in the OHB when the backfill program has been completed.
- E. Four of the five NHB ~~all~~ ISC's will be assigned to OIT for administration. One ISC will be administered by IMS. IMS and OIT will in turn address the requirements of the local office components they serve.

7. Reminder of ADP Requirements

Working group members were reminded of the need to provide special ADP requirements in a written memo to ILSP.

8. ILSP Organization

STAT [ ] was assigned to the ILSP from FMD Operations. He will start Monday, 16 November 1987 and will bridge the gap between A&E and the requirements collectors. He will also provide liason between Operations and Contractors.

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9. Budget Discussion

- A. The Agency budget is undergoing a major analysis at this time. DA components are being asked to look at potential funding reductions of 10, 20 and 30%.
- B. It is hoped that these considerations do not impact the high priority item of moving into the NHB.
- C. ILSP WG members were asked if they were aware of any potential budget reductions that would prevent or impact the move. None were brought forth at this time. ILSP should be informed if any are discovered.

10. Action Item Review

- ILSP-21 Prepare a statement of purpose and functions for the ILSP Working Group - deferred 3 weeks. (second deferral) Due 3 December 1987 from ILSP/SI.
- STAT ILSP-23 Name DO replacement and alternate representatives to the ILSP WG - deferred 3 weeks. (third deferral) Due 3 December 1987 from
- ILSP-24 Determine DS&T need for natural gas in the NHB - DS&T will use propane; natural gas is not needed - AI Closed.
- STAT ILSP-25 Obtain OMS approval of proposal interior door alarm and control combination in NHB - deferred one week. Will assume proposal is OK if no OMS response is received.  - OMS) Due 19 November 1987.
- STAT ILSP-26 OS to review ESC proposal and report to ILSP WG any further constraints. - deferred one week. Will assume ESC OK if no response.  - OS) Due 19 November 1987.
- STAT ILSP-27 OS to appoint an alternate representative to ILSP WG. -  named as alternate - AI Closed

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11. New Action Items

ILSP-28 Can lock kits be obtained for conserv-a-files? Assigned to  
ILSP -- Due 3 December 1987.

ILSP-29 What is the policy for the installation and use of simplex locks.  
Assigned to [redacted] Due 3 December 1987.

12. Non-Agenda Items

- A. [redacted] will brief on the new cafeteria at the next ILSP WG meeting.
- B. An A&E feasibility study on Headquarters parking will be presented at a future ILSP WG meeting.
- C. [redacted] presented a summary of planned OTS renovations at NHB.
- D. Members were solicited for their ideas for agenda items and encouraged to bring up any items of concern.
- E. Scheduled ILSP WG meetings through January 1988 are as follows:

3 December 1987  
17 December 1987  
7 January 1988  
21 January 1988

All meetings are scheduled for 1030 in Room 3E14.

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